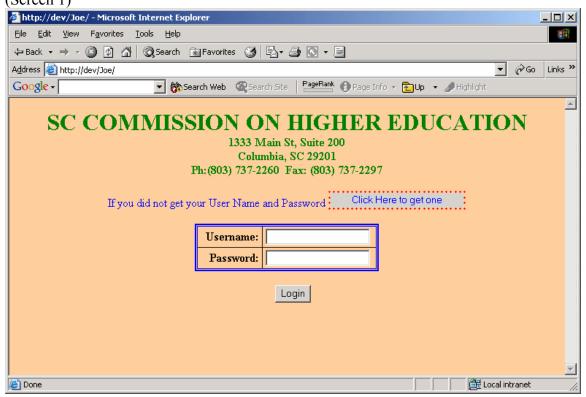
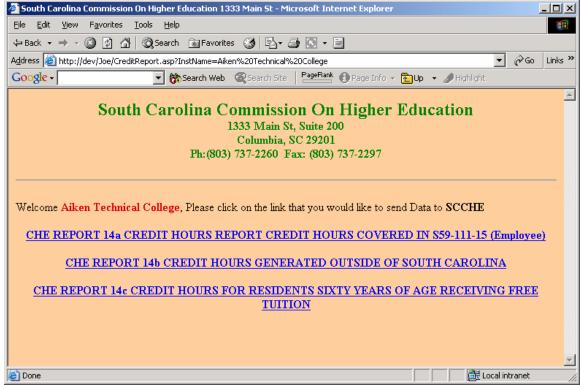
Login screen using your User Id and Password. If you do not know your User Id and Password, click on the button Click Here to Get One. (Screen 1)

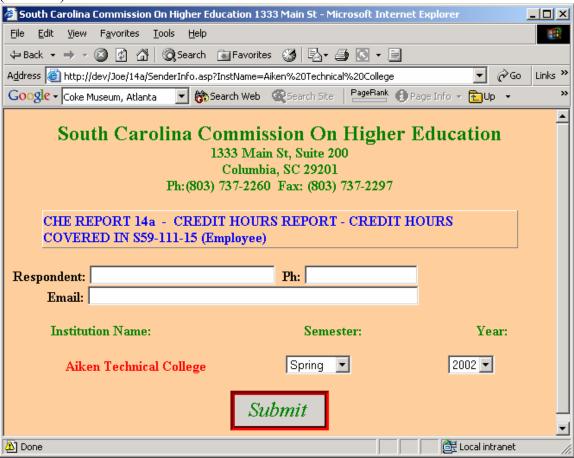


Single click on the appropriate link for the report you would like to submit. (Screen 2)



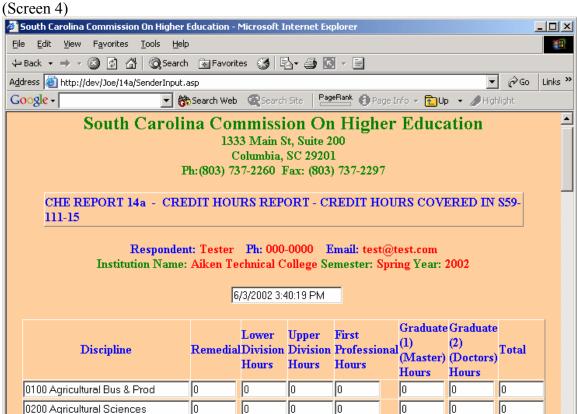
A screen will come up confirming your selection. Single click on the link to go to the following screen and to continue.

Enter your name in respondent section. Enter your phone number and email address. Choose the semester and year of the data you are sending. Click on the Submit button. (Screen 3)



If you have already entered data for a specific report, screen 3 will not be displayed.

On the next screen a form appears for you to enter the credit hours. Click in each field that you need to enter values. The totals across each row and down each column calculate automatically. Once you have entered all your data for this report check your totals and then click on the Submit button.



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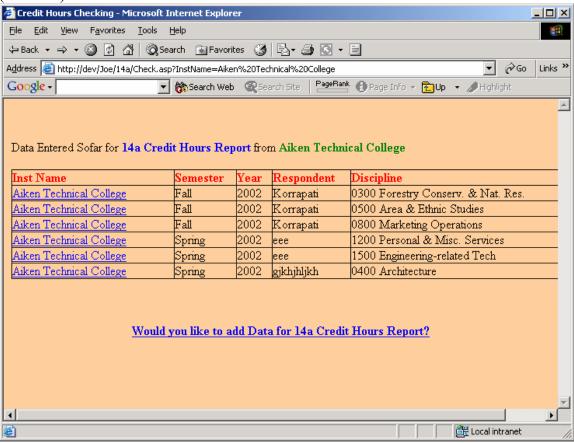
0300 Forestry Conserv. & Nat. Res. 0

🔼 Done

To modify or add to an existing report click on the institution name that corresponds with the report that needs to be changed.

To add data for another semester, click on "<u>Would you like to add Data for 14a Credit Hours Report</u>?" and Screen 3 will be displayed. Then after completing Screen 3, Screen 4 would be displayed.

(Screen 5)



If you need to submit other reports (14a, 14b, or 14c) click on <u>Go Back</u> and repeat the same process for each report. If you have changes to the report you just completed you can click on <u>Go Back</u>.

(Screen 6)

